

**State of California**  
**Business, Consumer Services and Housing Agency**  
**California Department of Housing and Community Development**  
**DUTY STATEMENT**

**Division:** Housing Policy Development  
**Unit:** Land Use & Local Government Relations  
**Position Number:** 401-310-9035-009 (PS 1977)  
**Classification:** Housing and Community Development Specialist I  
**Working Title:** Housing Accountability Specialist  
**Location:** Sacramento  
**Incumbent:**  
**Effective Date:**

**Department Statement:** You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

**Job Summary:** Under general direction, the Housing and Community Development Specialist I, is responsible for a variety of high level policy, program, regulatory and technical assistance activities related to the Housing Accountability Unit and Housing Policy Development division's functions. These include, but are not limited to: accessory dwelling units (ADUs), housing elements and other housing laws, technical assistance, research and technical expertise for housing and community development policies activities. The Specialist I is independently responsible conducting all related activities such as, research, provision of technical assistance, ADU ordinance review and enforcement, analysis and development of program and policy recommendations for consideration by executives. Other topic related issues include, regulatory relief, land use and planning, housing for special needs populations, and government planning and financing programs. The Specialist I also serve as a conduit between the Division and a wide variety of internal and external stakeholders.

<b>% of Time</b>	<b>Essential Functions:</b>
30%	Serve as Division's policy expert responsible for providing expertise, policy analysis, and compliance with state housing laws related to Accessory Dwelling Units and other housing laws, rules and regulations. Effectively and independently carry out a variety of high level policy, program, regulatory and technical assistance activities related to the Housing Accountability Unit and Housing Policy Development functions including, technical assistance, research and technical expertise for housing and community development policies activities. Prepare and present written briefs, reports, talking points, technical documentation and presentations, for internal and external communications and events. Coordinate and assist executives and leaders in responding to technical aspects of the program and responding to stakeholder questions and inquiries.

30%	Independently implement policy initiatives and program activities to strengthen existing laws, rules and strategies for implementing new or revised policies and programs in support of policy and program priorities. Lead projects and teams including Department staff and consultants to implement projects, initiatives and programs. Maintain effective communication with executives and leaders regarding the progress of the projects, initiatives and programs.
20%	Interpret and analyze complex data from governmental agencies, internal departmental data, and other data sources, reports, surveys, and special projects to support policy and program development and evaluation. Design, develop and maintain research databases and files. Develop and analyze reports and infographics using a variety of databases and present findings. Assist management in measuring past and potential decisions, activities and outcomes.
15%	Independently develop presentations in support of Departmental activities and functions. Provide technical assistance and consultation to a broad range of constituencies and gather stakeholder input through workshops, surveys, and public comment. Represent the Department as a member of external committees, inter-agency efforts, advisory bodies and other groups addressing assigned area of expertise as authorized and directed by division management.
<b>% of Time</b>	<b>Marginal Functions:</b>
5%	Responsible for the completion of other projects, assignments, and Division administrative tasks as directed by management.

**Special Requirements:** (Define all that apply)

**Travel:** Up to 5% statewide travel may be required.

**Supervision Exercised:** None

**Conflict of Interest (COI):** Form 700 reporting required.

**Background Check:** None

**Live Scan:** None

**Bilingual, specify language:** None

**License/Certification:** None

**Medical Clearance:** None

**Other, please specify:** None

**Physical Requirements:** The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods of time.

**Working Conditions (In Office):** The incumbent works in an office setting that is air conditioned and may be in a high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

**Working Conditions (Telework):** The incumbent is required to maintain safe working conditions at the approved alternate work location and abide by the Departments Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

**Administrative Responsibility:** The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

**Personal Contacts:** The incumbent will serve as the main contact between the assigned Housing Policy Development Division activities and a wide variety of internal external stakeholders.

**Consequence of Error:** This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies, and procedures, as well as federal, state, and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

**Diversity, Equity, and Inclusion:** All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

**Equal Employment Opportunity:** All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

*I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)*

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.*

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

\*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.